



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Announcement: 16-04  
Opening Date: April 26, 2016

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### VACANCY ANNOUNCEMENT

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**Position:** Administrative Supervisor (Full-Time Permanent)

**Salary:** \$76,308 - \$146,605 (CL 29 – CL 30)  
Starting salary commensurate with qualifications, salary, and experience.  
Promotion to CL 30 may occur without further posting or competition.

**Closing Date:** May 16, 2016

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#### Position Overview:

The United States Court of International Trade is currently accepting applications for an Administrative Supervisor. This position reports to the Administrative Manager and assists in overseeing and coordinating administrative, technical and professional work related to budget, finance, accounting, space and facilities, procurement and human resources. The incumbent is responsible for: funds management, payables, collections, disbursements, safekeeping, depositing, accounting and reporting of monies received by the Court in addition to ensuring compliance with the appropriate guidelines, policies and approved internal controls. The Administrative Supervisor also assists in the development and execution of the Court's budget and provides reports to the Administrative Manager on the status of funds.

This position is accountable to management for the quality and quantity of work and for assuring efficient and economical operations in the Section. As part of the Management Team, the Administrative Supervisor participates in the development, implementation and refinement of office policies, procedures and programs. The incumbent supervises the staff of the Administrative Services Section in accomplishing the day-to-day tasks associated with the financial and human resources related operations of the Court and acts for the Administrative Manager in his absence.

#### Qualifications:

To qualify for the position at the CL 29 level, applicants must have five years of progressively responsible administrative, supervisory, managerial or professional work experience in at least one, but preferably two or more, functional areas of budgeting, accounting, auditing, financial reporting, human resources and procurement, including at least one year equivalent to work at CL-28. Applicants must have skill in dealing with others at every level in person-to-person work relationships; the ability to motivate and guide employees; skill in working with senior management; the ability to recognize systemic errors and their probable causes; the ability to analyze problems and assess the practical implications of alternate solutions; and the ability to consistently demonstrate sound judgment and high ethical standards. The applicant must possess sophisticated computer skills; have knowledge of the basic concepts, principles and theories of management and leadership; and have the ability to understand the managerial policies applicable to the Court. Experience in financial and accounting systems is highly desired. Effective written and oral communication, including the ability to prepare financial reports, are essential.

At least two years of supervisory experience is highly desired. A Bachelor's degree from an accredited college or university is required.

#### Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave, ten paid federal holidays, participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FGLI), Flexible Benefit Program, Federal Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

**Conditions of Employment:**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All appointments are subject to an FBI background check. Employees of the U.S. Court of International Trade are “at-will” employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payment of net pay.

**Application Procedure:**

Qualified applicants must submit a cover letter, specifying how you satisfy the qualifications listed above, a résumé, two letters of recommendation and an [Application for Judicial Employment \(AO78\)](#). The form can be found at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) under Human Resources. Letters of recommendation and Application for Judicial Employment are not required for internal applicants. All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #16-04 or via e-mail in one single PDF attachment to: Human\_Resources @cit.uscourts.gov. Include the title of the position and job announcement in the subject line. Failure to submit a complete application will not be considered. Please use only one method of application. Only applicants selected for an interview will be notified.

**UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**